

3 July 1979

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Deputy Director for National Foreign  
Assessment Center  
Director of Personnel  
Director Equal Employment Opportunity

FROM : Directorate EEO Officers

SUBJECT : Placement Officers Orientation to CIA

PLACE:

CIA Headquarters - Langley, Va., on 29-31 July 1979

GOAL:

To create a continuous flow of qualified minority applicants from historically Black colleges and universities with a sizable population of targetted groups with unique skills.

OBJECTIVES:

1. To establish a cadre of external contacts within historically Black colleges and universities who are knowledgeable concerning Agency manpower requirements and who are willing to assist in meeting those requirements.
2. To dispel the myths and mystique of CIA.
3. To demonstrate Agency EEO commitment.

TASKS:

To familiarize the Placement Officers with knowledge of:

- a. Agency mission and the importance of intelligence in world affairs
- b. Directorate missions and job functions
- c. Agency EEO Plan - recruiting and hiring

- d. Job requirements and qualifications
- e. The applicant process (interviews, PATB, security and medical)
- f. Co-op and graduate intern programs
- g. The Career Services

TOURS:

Commo Facilities  
ODP Facilities

Cartography  
Watch Office

ESTIMATED NUMBER OF PLACEMENT OFFICERS

ESTIMATED COST

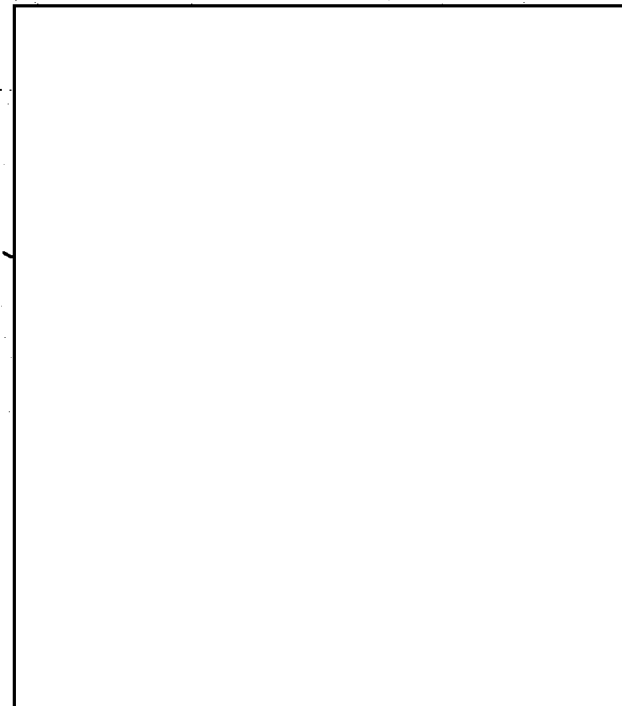
STAT

SCHEDULE OF ACTIVITY:

1. Dates of visit - 29-31 July 1979
2. Responsible Officers to locate lodging - Directorate EEO Officers
3. Responsible Officer to prepare and mail invitations - Director of Personnel
4. Responsible Officers for formulation of agenda - Director of Personnel and Directorate EEO Officers
5. Responsible Officers for identifying tours, tour guides, and tour briefers - Director of Personnel and Directorate EEO Officers
6. Responsible Officer to request transportation from Hotel (Ramada Inn, Tyson) to Headquarters - DDA/EEO Officer
7. Responsible Officers to arrange initial briefing 29 July 1979, 7:30 pm (Sunday - Ramada Inn) - Directorate EEO Officers
8. 30 July 1979 (Headquarters)
  - a. Administrative disbursement and coffee located in "Bubble Tunnel" 0800 - 0850
  - b. Missions and functions - Directorate of Operations - (Deputy Director for Operations - John McManon) 0900 - 1000

- c. Welcome Address - Director of Central Intelligence - Stansfield Turner 1000 - 1030
- d. Break 1030 - 1045
- e. Missions and functions - Directorate of Administration - (Deputy Director for Administration - Don I. Wortman) 1045 - 1145
- f. Lunch (North Cafeteria) 1200 - 1300
- g. Missions and functions - National Foreign Assessment Center - (Deputy Director, National Foreign Assessment Center - John Hicks) 1315 - 1415
- h. Missions and functions - Directorate of Science and Technology - (Associate Deputy Director for Science and Technology - Ernest J. Zellmer) 1415 - 1515
- i. Tour - (ODP and Commo Center) 1530 - 1630
- j. Reception (Executive Dining Room) 1730 - 1845
- 9. 31 July 1979
  - a. Coffee 0830 - 0900
  - b. Personnel (Director of Personnel - Harry Fitzwater) 0900 - 1030
    - 1. Job requirements and job functions
    - 2. The application process
    - 3. Career Services
    - 4. Co-op and graduate intern programs
  - c. Break 1030 - 1045
  - d. Agency EEO plan - (Director Equal Employment Opportunity - Omega Ware) 1045 - 1145
  - e. Lunch (North Cafeteria) 1200 - 1300

f. Tours (Cartography and Watch Office)	1315 - 1500
g. Question and answer (Panel - Director's OP, OS and EEO)	1500 - 1630
h. Return to hotel (chartered bus)	STAT



Distribution:

- Orig - Each Addressee
- 1 - DDO/EEO Officer
- 1 - NFAC/EEO Officer
- 1 - DDS&T/EEO Officer
- 1 - DDA Chrono
- 1 - DDA/EEO Chrono ✓